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2 March 1965

CONFIDENTIAL

MEMORANDUM FOR: All Staff and Division Chiefs
 SUBJECT: Appointment of D/P Training Officer

1. Until further notice, Mr. [redacted] Deputy Director of Training, will serve also as Staff Training Officer to the D/P. In this capacity he will act for the Deputy Director (Plans) on all training matters and will assist the Clandestine Services Training Committee in devising solutions to certain pressing problems.

2. Among the problems which require early action are:

a. Orderly and sufficient rotation of training instructors into and out of the Office of Training.

b. Proper division of responsibilities between D/P and the Office of Training for all overseas training, along the lines laid down by the ICI in the case of [redacted] and promulgation of an Agency regulation affecting such a division.

c. A planning program for orderly assignment of D/P personnel to training courses, to replace the temporary device of the 5% quota.

d. Statement of D/P requirements for development of new courses, and revision and temporary or permanent abandonment of old courses as appropriate.

e. Determination of priorities in cases where training requirements exceed the current capabilities of OTX.

3. The status and functions of the Clandestine Services Training Committee and of the staff and division training officers remain unchanged. All training matters involving policy decisions of interest to D/P will, however, be referred to Mr. [redacted] for C/OPS. He can be reached at [redacted]

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 NO CHANGE in Class.

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Date: 13/02/78 By: [redacted]

Richard Holmes
 Chief of Operations, D/P

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